

School District of Rhinelander
Employee Relations Committee

Meeting Notes

Monday, August 21, 2017

The Employee Relations Committee meeting was called to order on Monday, 21, 2017 at 5:30 p.m. in the Superior Diesel Advanced Learning Center-Rhinelander High School, located at 665 Coolidge Avenue, Rhinelander, WI.

Committee Members Present: Duane Frey, Judy Conlin, Dennis O'Brien
Committee Members Absent:

Others present:

- Kelli Jacobi, Superintendent of Schools
- Marta Kwiatkowski, Administrator for Support Staff
- Board President Ron Counter as an ex-officio member

The Pledge of Allegiance was led by Mr. Frey, Committee Chair.

Chair/Superintendent Reports/Comments (if any)

Mr. Frey and Superintendent Jacobi had nothing to report.

Citizens/Delegations

No citizens/delegations wished to address the Committee.

Report, Discussion and/or Action Topic(s)

Minutes of the May 16, 2016 Committee Meeting

The Minutes of the April 17, 2017 Committee meeting were accepted.

Revisions to the Professional and Support Personnel Handbooks

The Committee recommended Board approval of the following changes to be made to the professional and support personnel handbooks:

Professional Personnel Handbooks

New Section - Volunteer Fire Fighter, Emergency Medical Technician, First Responder, or Ambulance Driver Leave

A staff member who is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

- A. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company, or becoming affiliated with an ambulance service provider, a staff member submits a written statement to the District, signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer fire fighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;**
- B. When dispatched to an emergency, a staff member makes every effort to notify the District that he/she may be late for or absent from work due to responding to an emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and,**
- C. When late for or absent from work due to responding to an emergency, on the request of the District, the staff member provides written statement from the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.**

When the status of a staff member, as a member of a volunteer fire department or fire company or as an affiliate of an ambulance services provider changes, including termination of that status, the staff member shall notify the District of that change in status.

New Section - Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary to undergo bone marrow or organ donation procedure and to recover from that procedure. The staff member may be required to provide written medical certification that she/he will serve as a donor and the amount of leave time that may be necessary.

Leave taken for this purpose is unpaid; however, a staff member is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. The staff member must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The staff member will be returned to the same position upon return or if that position is no longer available, an equivalent position and he/she shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's Policy 3430.01, Family & Medical Leave of Absence (FMLA).

Support Personnel Handbook

Revised Section - Personal Leave

An employee shall be allowed to use of up to two (2) personal days paid per year. The leave cannot extend a vacation or holiday. Employees shall notify their immediate supervisor, in writing, at least twenty-four (24) hours prior to taking the leave, except in the case of emergency. ~~Such leave shall be non-accumulative.~~ **Administration will deny personal leave when it has determined that the school cannot be appropriately staffed. If personal leave is not used by the end of the school year it will be added to sick leave.**

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Adjournment

The meeting adjourned at 5:35 p.m.